

COMMERCIAL PLAN REVIEW CHECKLIST

All commercial projects must furnish three (3) complete sets of plans that satisfy the plan requirements listed below. All required documents must be submitted at the same time.

Typical Plan Requirements:

- ☐ Three (3) complete sets of all plan and specification documents
- ☐ All plans must be legibly drawn and scaled.
- ☐ Completed Appendix B
- ☐ Site Plan
- ☐ Life Safety Plan
- ☐ Architectural Plans
- ☐ Civil Plans
- ☐ Structural Plans
- ☐ Plumbing Plans
- ☐ Mechanical Plans
- ☐ Electrical Plans
- ☐ Existing Buildings may comply with current building code or must submit compliance alternatives
 - 2009 Rehab Code decision diagram
 - Chapter 34 analysis spreadsheet
 - 2015 North Carolina Existing Building Code
- ☐ Construction Documents must be sealed by a NC licensed design professional unless:
 - Project is residential, up to 8 units attached with grade-level exits, which is not part of or physically connected with any other buildings or residential units. (More than one such set of attached units on a single site is considered a complex and does require signature and seal.)
 - Farm buildings that meet NCGC 143-138 exemptions
 - Institutional or Commercial building that does not have a total cost of construction exceeding \$90,000
 - Institutional or Commercial building that does not exceed 2,500 square feet
 - Alteration, remodeling, or renovation of an existing building that is exempt under this section, or alteration, remodeling, or renovation of an existing building or building site that does not alter or affect the structural system of the building' change the building's access or exit pattern' or change the live or dead load on the building's structural system.
 - Shop drawings, assembly/erection drawings, or graphic descriptions utilized to detail or illustrate a portion of the work required to construct the project in accordance with the sealed plans.
 - *Note: Projects not requiring sealed plans must still submit plans for Plan Review.*